

Lorena Hickok Mini-Grant Application

Eleanor Roosevelt Ambassador Projects

Applicant Name: _____

Address: _____

Phone Numbers: Home _____ Cell _____

Email Address: _____

Adult Sponsor Name: _____ Relation to you: _____

Sponsor Email: _____

Project Title: _____

Amount Requested (up to \$500): _____



Please answer the following questions and attach the following to this cover page:

Project Plan

Write 1-4 paragraphs describing the activities of your project. Include as many details as you can about the steps that you will take to carry out this project. Who will you involve to help you? Who will benefit from your project, and how?

Timeline

Complete a brief timeline using the format given in the example on the next page.

Project Evaluation

Write a few sentences describing how you will know if your project has been successful. Examples of project evaluation indicators include: attendance records at an event, letters from people who were positively impacted, the number of dollars raised for a cause, or surveys completed describing how a project has impacted people's lives, etc.

Project Budget

Complete a simple projected budget using the format given in the example on the next page. How much money and other resources will you need to carry out this project? Where do you plan to get the money and resources? Additionally, please include a sentence to two indicating the impact this grant will have on your ability to get your project underway.

Personal Connection to the Project

Write at least one paragraph describing how you chose this project and what it means to you.

Agreement

I, _____, will use any funds received through the ERVK mini-grant process to implement the project described in this application. If I do not carry out the project, I will return the funds to ERVK. Furthermore, I agree to complete a brief project status and submit expense receipts to ERVK by August 31, 2019.

Signature of GLW Graduate

Date

Signature of Adult Sponsor

Date

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SAMPLE MINI-GRANT APPLICATION

Project Title: End Oppression Now! event to launch an NCBI Campus Affiliate at Any Valley High School

Amount Requested: \$300

Project Plan:

At Any Valley High School, racism, sexism, and homophobia have fueled acts of violence and discrimination, and have created an atmosphere of fear and division. I intend to found a Campus Affiliate of the National Coalition Building Institute (NCBI) at my school to change this hostile climate. According to the NCBI website, "Campus Affiliates are trained to use NCBI programs as a pro-active response to discrimination, controversy, and inter-group conflict. An NCBI Campus Affiliate is made up of students, faculty, and staff from various disciplines and trained by NCBI to become a powerful resource for diversity leadership on campus. The NCBI-trained Affiliate offers year-round leadership workshops that create a more inclusive campus environment. The team can also intervene when tough conflicts arise, either between campus groups or between the campus and the surrounding community." (www.ncbi.org)

In order to create the community and school district support necessary to launch this NCBI program, I am going to organize a community event called End Oppression Now! to raise awareness about the impact of racism, sexism, and homophobia on young people in my school. I am going to work with teachers and students from the school literary magazine, the film club, the music department, the drama club, and the art department to create a multi-media art show and performance where young people express their experiences and feelings about oppression. The event will raise the money necessary to launch the NCBI program as well as raising awareness and support.

Three of my friends, my family, and two of my teachers have already agreed to help me organize this event. We are going to start by making a 1-page fact sheet about our project and why it is so important, and begin talking to the principal, superintendent, teachers, and other students to get people involved. We are going to seek donations of food, supplies, copies, and raffle items from community businesses. The End Oppression Now! event will happen in [date] in order to raise the funds necessary to hold the NCBI train-the-trainer workshop in [date].

This event and our NCBI program will benefit everyone in our community because if there is less discrimination and oppression, there will be less violence, substance abuse, vandalism, and theft, and more young people will stay in school. The school system gets more federal money if more kids stay in school, and the city will not have to pay as much for law enforcement, welfare, and unemployment, and will get more money from income taxes if more young people end up working good jobs. Most importantly, there will be less suffering and pain for people who are targeted by racism, sexism, and homophobia, and a strong community feeling of unity and empowerment for everyone.

SAMPLE

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SAMPLE *Timeline*

| Activity | | Person responsible |
|--|-------------------|-------------------------|
| Contact NCBI and begin planning | October 15 | Jen |
| Write fact sheet | Nov 1 | Michael w/ Ms. Griego |
| Meet with AVHS principal for approval and support | Nov 15 | Jen w/ planning team |
| Meet with superintendent for approval and support | Dec 1 | Ms. Griego w/ team |
| Reserve school auditorium for event | Dec 7 | Mr. Jones & Kristen |
| Make recruiting flyers | Dec 14 | Dalia w/ Ms. Griego |
| Meet with teachers and student groups to recruit participants and performers for event | Dec 15 - April 15 | Jen w/ team |
| Solicit donations from community businesses | March 1 - May 1 | Michael w/team |
| Create the performance line-up and display arrangement | April 15 - May 1 | Dalia w/team |
| Send out a press release & make flyers | May 1 | Dalia w/ Ms. Griego |
| Post flyers & sell tickets | May 1 - May 15 | Jen w/ team |
| Set up art exhibit and performance rehearsal | May 13 | Jen & Mr. Jones w/ team |
| <i>End Oppression Now!</i> event | May 15 | Jen w/ team |
| NCBI train-the-trainer 3-day workshop | end of August | NCBI trainer |
| NCBI trainings for administrators, teachers, & students | school year | NCBI-trained team |

SAMPLE *Project Evaluation*

I will know if my project has been successful if the *End Oppression Now!* event is well-attended and raises enough money to pay for the NCBI train-the-trainer workshop. I will keep track of how many tickets are sold so that I know how many people attended the event. I will have surveys and a “graffiti wall” at the event where we will ask people to write their thoughts and feelings about the event on a paper-covered wall so we will know if it raised awareness. I will also ask people to sign a list if they agree to support the NCBI program so we know if we raised support in the community. When we do the NCBI trainings, we will use the NCBI surveys before and after to measure whether or not the trainings made a difference.

SAMPLE

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SAMPLE Project Budget

| EXPENSE | | INCOME | | |
|---|--------------|----------------------------|---|--|
| Item | Total Amount | Amount from GLW mini-grant | Other Funding Sources (projected or actual) | |
| | | | Amount | Source |
| Copy 2,000 flyers (\$.08 per copy) | \$160 | \$80 | \$80 in-kind donations | Paper Tiger, Kinkos, etc. |
| Decorations & supplies for event | \$300 | \$150 | \$150 in-kind donations | K-mart, CVS, Party City, etc. |
| Refreshments for the event | \$500 | \$70 | \$430 in-kind donations | Water St. Caterers, Pizza Palace, etc. |
| NCBI train-the-trainer workshop (5 people x \$700 each) | \$3,500 | \$0 | \$3,500 | Event and raffle ticket sales |
| TOTAL: | \$4,460 | \$300 | \$4,160 | |

Personal Connection to the Project

No example is necessary for this question; any personal thoughts and feelings are welcome as a response!

SAMPLE